

HRDS_{web}
USER MANUAL
Appendix A
Multi-File Download

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1. INTRODUCTION

This Appendix describes the use of the HRDSweb Download Module. The HRDSweb Download is a reporting tool that permits users (that have been given authorized access) to select actual data from HRDSweb files and download that data to a file on the user's personal computer. This data can then be used as a unique report or in conjunction with any number of software products such as Lotus, Excel, Wordperfect and others.

Section 2 provides instructions for each of the four main Download sub-modules. These are as follows:

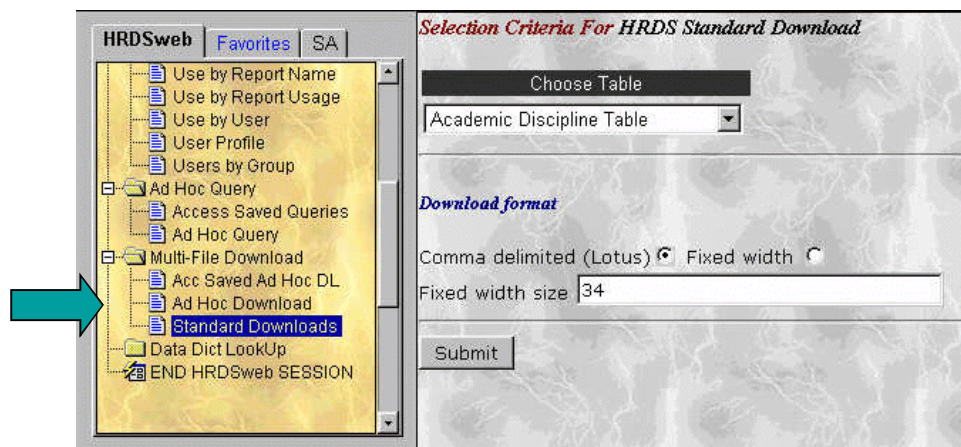
- 1) The Ad hoc Download Reporting Tool - This is the actual download tool that permits the user to select, sort, order, and format subsets of HRDSweb information for transport from the data base to the personal computer.
- 2) The Download Profile - The Download component that permits the user to re-use "saved" downloads.
- 3) The Standard Downloads - The method for quickly downloading HRDSweb tables.
- 4) The Data Dictionary Lookup - The source of detailed information on the HRDSweb data elements available for download. See the HRDSweb menu to access.

In section 3, the HRDSweb Data Dictionary is described.

2. DOWNLOAD PROCESS

The HRDSweb selection screens are fully intuitive. Each menu option allows a user to to create a downloads, access a saved download, download tables off the “standards download” menu, and utilize the data dictionary.

As shown in Screen A-1, when the “Multi-File Download” category is expanded, the options mentioned above are available for use by the user.



Screen A-1. Multi-File Download

2.1 The Download Process

The download selection screens appear in a systematic order. The first screen allows the user to specify which records (or data elements) are to be downloaded. The next 2 selection screens permit the user to sort this information and identify the order that the records selected should appear in the final report.

Users may only obtain this information with authorized access. In addition, access to the module may be further curtailed depending on access provided.

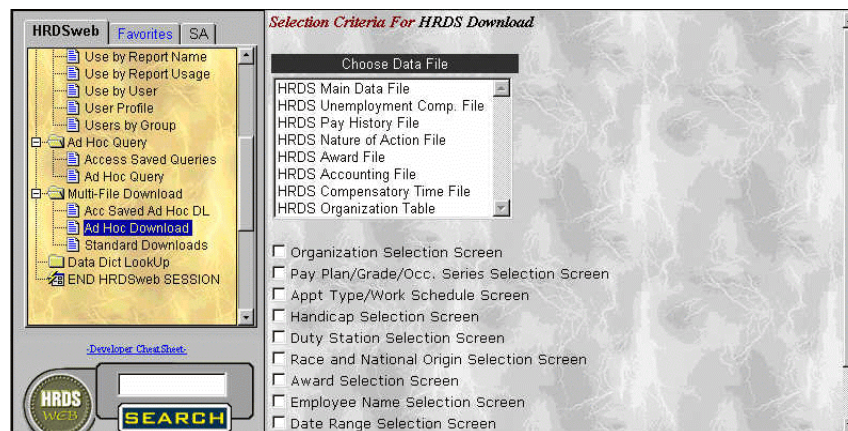
Users who anticipate running the same downloads on a frequent basis may wish to save the download information in a user profile record for future use. To save a download profile, the user must respond to intuitive screens that are provided by providing a name for the download and a description to help remember the download.

2.2 Accessing Saved Download Profiles

Previously stored profiles can be accessed on the Main Menu screen and the user will be provided a listing of the saved downloads. The user can select the desired download request and run the request again.

2.3 Downloads

Screen A-2 shows the user screen that is seen when the Ad Hoc Download is requested from the HRDSweb main menu. The user must first select the data file that they desire. Most HRDSweb data can be found in the Main Data File. Other files are fairly self explanatory (the Unemployment Compensation file includes unemployment compensation data, the Award File contains award information ,etc.). The user can select those selection screens that will define how the data is to be viewed (e.g., by organization, by pay plan/pay grade, by duty station, etc.). For the download, a file is then created that can be processed by other PC programs.



Screen A-2. Ad Hoc Download

Screen A-3 shows the next step in the download process where organizational data, pay plan/pay grade, duty station or other specific categories may be selected to “fine tune” the download. In this case, organizational selection criteria shows and can be selected for this download.

HRDWeb

Favorites

SA

- Use by Report Name
- Use by Report Usage
- Use by User
- User Profile
- Users by Group
- Ad Hoc Query
 - Access Saved Queries
 - Ad Hoc Query
- Multi-File Download
 - Acc Saved Ad Hoc DL
 - Ad Hoc Download**
 - Standard Downloads
- Data Dict LookUp
- END HRDWeb SESSION

HRDS Ad Hoc Download

Please choose Organization Level:

Org Code:

Organization List

Personnel Office:

No Selection

Org Access Code:

No Selection

Choose fields to download

HR_ORG AGENCY_CD

HR_ORG BUREAU_SORT

HR_ORG ORG_ACR

HR_ORG ORG_ACTIVE

HR_ORG ORG_ID

HR_ORG ORG_NM

Developer Cheat Sheet

HRDS Web

SEARCH

Screen A-3. Organization and Field Selection

Screen A-4 shows additional selection criteria for the download. The fields on the top of the screen (Choose fields to sort by) permit the user to “sort” the data fields selected from the previous screen in any number of ways. The option to save the download request for future use is provided in the lower portion of the screen.

HRDWeb

[Favorites](#)
[SA](#)

- Use by Report Name
- Use by Report Usage
- Use by User
- User Profile
- Users by Group
- Ad Hoc Query
 - Access Saved Queries
 - Ad Hoc Query
 - Multi-File Download
 - Acc Saved Ad Hoc DL
 - Ad Hoc Download
 - Standard Downloads
 - Data Dict LookUp
 - END HRDWeb SESSION

----- NONE -----

Ascending

Descending

Choose 9th field to sort by

----- NONE -----

Ascending

Descending

Download format

Comma delimited (Lotus)

Fixed width

Fixed width size

34

Save this Query?

Yes

No

Query name

Query description

Submit

reset

Developer Check Sheet

HRDS

Web

SEARCH

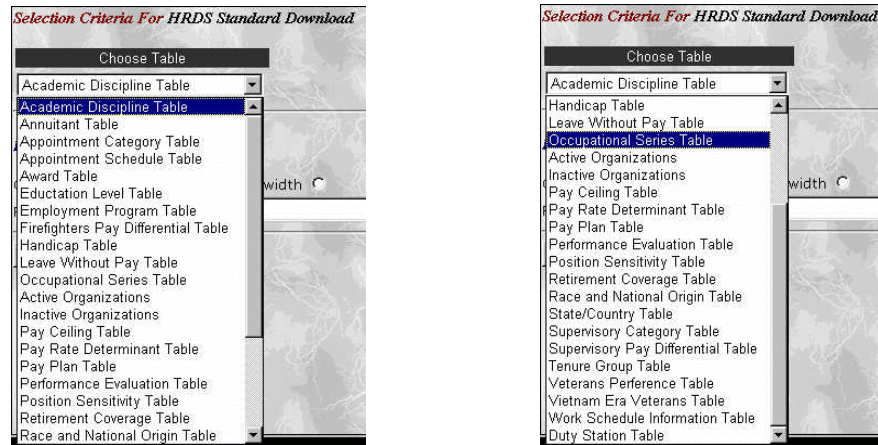
Screen A-4. Additional Download Selection Criteria

Once the download is “submitted” and run, a report appears like other HRDSweb reports. The user can then choose to print or download this report to a file for future use or utilize browser features to “go back” and redo the download if necessary.

2.4 Standard Downloads.

Screen A-5 shows the tables within HRDSweb that are available for downloading to a PC. Note that

there is overlap between the two screen shots.



Screen A-5. Standard Downloads

These standard downloads can be accessed and run like any other report request.

3. DATA DICTIONARY LOOKUP

Any user with download access can use the data dictionary lookup feature. This report allows the user to see a list of the HRDSweb data elements available for downloading in any or all of the HRDSweb data files. The report can be displayed either to the terminal or can be sent to the user's printer for future reference. The data elements are displayed in alphabetical order by field name for each of the files selected.

The Data Dictionary is available at the bottom of the main HRDSweb menu for viewing and/or printing.